

UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT

No. 090/T

TRAINING/DEVELOPMENTAL LEVEL
REF: ANNOUNCEMENT NUMBER 090

September 14, 2006

NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have and attach the required work and/or residency permits to be eligible for consideration.

OPEN TO: All U.S. Citizens

POSITION: ADMINISTRATIVE CLERK/RECEPTIONIST
FSN-5; FP-9*

OPENING DATE: Thursday, September 14, 2006

CLOSING DATE: Thursday, September 21, 2006

WORK HOURS: Full Time – 40 hours/week

SALARY: *Not-Ordinarily Resident: FP-9
Ordinarily Resident: LCP/FSN-5
(Position Grade: FP-9 is confirmed by Washington)
With management concurrence, trainee may be
non-competitively promoted to full performance
level FSN-6/FP-8 after one year of service.

“Applicants who responded to Vacancy Announcement 090 need not reapply as their applications will be considered”

The U.S. Embassy in Bogota is seeking an individual for the position of Administrative Clerk/Receptionist in the Narcotics Affairs Section (NAS).

BASIC FUNCTION OF POSITION

The incumbent performs administrative, clerical and receptionist duties for NAS Director and Officers. Duties of the employee include scheduling appointments, preparing country clearance cables, preparing basic office correspondence and directing the flow

of paper and phone calls to the NAS Front Office. The incumbent serves as back-up to the NAS Foreign Service OMS.

QUALIFICATIONS REQUIRED

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. Education: Completion of secondary school is required.
- b. Prior Work Experience: Two years of prior office experience is required.
- c. Language Proficiency: Level IV (Fluent) Speaking/Reading English is required. Level III (Good Working Knowledge) Speaking/Reading Spanish is required.
- d. Knowledge: Proficiency of standard office procedures and standard computer applications Word and Outlook (Excel training will be provided).
- e. Skills and Abilities: Excellent communication, writing, and people skills are required.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

- 1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- 2. **Current Locally Employed Staff (LES)** are not eligible to apply for jobs until they complete six months of service.
- 3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- 4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- 5. Successful candidate must be able to obtain and hold a **Secret level clearance**.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612)
<http://bogota.usembassy.gov>; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

NOTE: Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions.

“Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM’s and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota”.

SUBMIT APPLICATION TO

American Embassy Bogota
Human Resources Office
Attention: Recruitment Unit
Diagonal 22D Bis No. 47-51

Embassy employees must submit the employment application to the Human Resources Office receptionist. U.S. EFMs not yet residing at post may submit applications via fax (57-1) 383-2088 or e-mail. Applications will not be returned. Applicants should keep a copy for their files.

DEFINITIONS

1. Appointment Eligible Family Member (AEFM): A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - U.S. citizen
 - Spouse or child who is at least age 18;

- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
- Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and EFMs of FS, CS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders, and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: THURSDAY, SEPTEMBER 21, 2006

The US Mission in Colombia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation.

Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

